

# INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Financial Officers  
State Departments and Agencies

**DATE:** October 21, 2002

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT: UPDATE TO OUT OF STATE TRAVEL PROCEDURES**

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This memorandum is a follow up to the one dated October 16, 2002 concerning the same subject matter.

The following is a list of web sites that travelers can use to make their travel arrangements **AFTER** their A-47 form is approved.. **(THIS LIST IS NOT ALL INCLUSIVE AND IS NOT INTENDED TO BE EXCLUSIVE.)**

**AIR CARRIERS**

SOUTHWEST.COM  
AA.COM  
NORTHWEST.COM  
DELTA.COM

**CAR RENTAL**

AVIS.COM  
BUDGET.COM  
DOLLAR.COM  
HERTZ.COM  
NATIONALCAR.COM

**TRAVEL SERVICES**

ORBITZ.COM  
TRAVELOCITY.COM  
EXPEDIA.COM  
HOTWIRE.COM

**LODGING SERVICES**

HOTELS.COM

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